



17555 PEAK AVENUE MORGAN HILL CALIFORNIA 95037

**LIBRARY COMMISSION**

After Action  
REGULAR MEETING

**SEPTEMBER 8, 2003**

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**Morgan Hill Civic Center**

Council Chambers  
17555 Peak Avenue

**LIBRARY COMMISSION**

Chair	Jeanne Gregg
Vice-Chair	Charles Dillmann
Commissioner	Kathleen Stanaway
Commissioner	Charles Cameron
Commissioner	George Nale
Commissioner	Mary Ellen Salzano
Commissioner	Einar Anderson
Commissioner	Vacant
Commissioner	Ruth Phebus

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**7:00 P.M.**

**CALL TO ORDER**

Chair Gregg called the meeting to order at 7:04 p.m.

**ROLL CALL ATTENDANCE**

Absent: Commissioner Nale

**DECLARATION OF POSTING THE AGENDA**

Per Government Code 54954.2

**PLEDGE**

Pledge was led by Chair Gregg

**OPPORTUNITY FOR PUBLIC COMMENT**

None

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## **REPORTS**

### **1. COUNTY LIBRARY REPORT**

Legislation-Funding & Budgeting

County Librarian Melinda Cervantes  
Deputy County Librarian Sarah Flowers

Ms. Cervantes reported Library staff has begun a strategic planning process that will continue through most of the fiscal year. This process will include community conversations through focus groups or surveys. The result will be a “roadmap” for the Library, which will influence future decisions regarding library services, programs, collections and technology.

Ms. Cervantes announced the JPA has entered into a contract with political consultant, Phil Giarrizzo, to assist with planning for the renewal of the Library benefit assessment. The current assessment expires in June 2005 and the JPA will place a special tax on the March 2004 election ballot.

The Friends of the Los Altos Library have made a donation of \$20,000 to the Library campaign. Donations now total \$40,000 with an additional \$19,000 pledged by the Friends of the Campbell, Milpitas, Morgan Hill and Saratoga Libraries.

Joint Powers Authority

Council Member Steve Tate

Ms. Cervantes provided the JPA report on behalf of Council Member Steve Tate. Ms. Cervantes reported the JPA has not met since June. The next meeting is scheduled for September 25<sup>th</sup>. The JPA will hold two meetings on the 25<sup>th</sup>. The first at 12:00 p.m. for Community Coordinators for the election campaign and the second at 1:30 p.m. which will focus on rate, term and CPI.

The JPA will hold a meeting with the City Managers of the eight cities served by the Library system to ask for their support of the special tax. The JPA will ask each city to pass a resolution in support of the special tax. Chair Gregg asked if the cities are allowed to demonstrate support through a resolution. Ms. Cervantes responded cities can pass a resolution, but cannot state constituents should vote “yes” for the special tax.

Ms. Cervantes announced the Library will participate in *Silicon Valley Reads. One Book. One Community* from August 2003 through February 2004. Everyone is invited to nominate one or more books to be considered for selection as the One Book. Patrons will be invited to vote for one of the three finalists and then encouraged to read the book prior to February. Events will be held at public libraries, book stores and other venues throughout the month of February to celebrate reading and literacy in Silicon Valley. The website is [www.siliconvalleyreads.org](http://www.siliconvalleyreads.org).

Ms. Cervantes provided recap of the estimated impact of the State Budget action upon Library resources:

- **Motor Vehicle In-lieu Fees (VLF)**: The State is returning the VLF to the levels of 2 years ago but cannot implement the change for 3 months. Through the budget action, the State will not “back-fill” the amounts owed to cities and counties (and the Library) for that 3 month period. The loss in revenue to the Library is estimated at \$370,000.

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- Public Library Foundation: The State has dropped funding from a high of \$58 million in 2001 to \$15.8 million. The loss in revenue to the Library is \$421,000.
  - Transaction Based Reimbursement (TBR): The State has funded TBR at \$12.1 million, the same as last fiscal year. The Library anticipates receiving \$1.4 million in revenue this year.
  - Total loss to the Library from State Budget decisions is \$791,000.

## **2. MORGAN HILL LIBRARY REPORT**

Community Librarian  
Nancy Howe

Ms. Cervantes provided the Morgan Hill Library Report on behalf of Nancy Howe. Ms. Cervantes announced the Morgan Hill Library will hold a raffle (prizes donated by BookSmart) during *Banned Books Week*. There is a display at the Library for *Banned Books Week*. Circulation was up 10% in from August 2003.

The Teen Summer Reading Club was a success. This year there were a record number of participants – 217. This reflects a 54% increase from last year. There were 52 finishers and 439 book review cards submitted. This is an increase of 17% from the prior year. The Children's Summer Reading Club was also a success. Approximately 600 children participated in the program. The average attendance at each program was 127, which created some difficulties due to the Library's limited space.

Ms. Cervantes reported Deputy County Librarian Sarah Flowers and Teen Services Librarian, Jody Wilson attended the Youth Advisory Committee meeting. The proposed After-School Tutor program was discussed. The Library also participated in a fundraiser for the San Martin Neighborhood Alliance by conducting storytimes for the children in attendance.

The new book drop has been installed. Library staff continues to work with the vendor to redesign the drop to better fit the space. The Library is also working on ways to manage lines at the check-out desk. They have taped foot prints on the floor to guide patrons. Ms. Cervantes stated Library technology is working toward radio frequency to track books through I.D. tagging. She stated this will be faster than a barcode and will be able to hold more information.

The Library has completed its installation of the new Horizon software upgrade. The staff worked very hard to learn the new software and to get materials checked-in and shelved during the closure.

## **3. LEGISLATIVE COMMITTEE**

Vice-Chair Dillmann

Vice-Chair Dillmann reported the legislature has been quiet due to the summer recess.

## **4. YOUTH ADVISORY COMMITTEE**

Chair Englund  
Vice-Chair O'mahen

Youth Advisory Committee (YAC) Vice-Chair Jonathan O'mahen reported the Committee is still very interested in working to develop an After-School Tutor Program. He stated the Committee would like tutor(s) in all subjects but, math, science and language are subjects which should be

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offered. Members of the Commission asked Mr. O'mahen which languages they preferred. He responded Spanish and French. Mr. O'mahen asked if the Tutor Program could be housed at the new library when built and he asked about the status of the Library Grant. Chair Gregg provided Mr. O'mahen with the status of the grant process and background on the grant and its funding sources. Mr. O'mahen added the YAC would also like a tutor who could also serve as a counselor to the students. Commissioner Phebus asked if there are any similar programs offered at Live Oak High School. Mr. O'mahen responded he attends Valley Christian School in San Jose, but Live Oak students in attendance at the meeting stated Live Oak offers a Mentor Program which provides peer tutors for students in a variety of subjects. Commissioner Phebus asked if students who served as tutors could get Community Service hours credit. She stated the Calabasas Branch Library in San Jose has Advanced Placement (AP) students who serve as tutors and receive Community Service credit. The Live Oak students present at the meeting stated Live Oak Community Service Hours can be fulfilled by completing a research paper, working on a campaign, visiting the courts, attending a public meeting etc. Chair Gregg stated giving students Community Service credit for serving as a peer tutor is a good idea. Chair Gregg asked Commissioner Phebus to contact Community Librarian Howe to discuss using AP and/or honors students to serve as peer tutors. Commissioner Phebus will provide a report at the next meeting. Mr. O'mahen asked if it would still be possible to have space at the Library reserved for the Tutor Program. Commissioner Phebus responded she would explore the possibility in her discussion with Ms. Howe.

## **CONSENT CALENDAR**

### **5. APPROVAL OF MEETING MINTUES OF AUGUST 11, 2003**

Vice-Chair Dillmann motioned to approve the minutes. Commissioner Cameron seconded the motion. Motion approved (7:0).

## **BUSINESS**

### **6. LIBRARY FUND RAISING COMMITTEE**

**Recommended Action: Information Item.** The Fund Raising committee will provide a report on the development of the fund raising organization for the Library.

Commissioner Anderson reported the committee continues to gather information. He announced the Morgan Hill chapter of the American Association of University Women has appointed Jane Blissett to work on developing the Library Foundation. The committee will schedule a meeting shortly. He stated he has not been able to reach fundraising volunteer, Sue Roberts. Chair Gregg passed her name onto Commissioner Anderson. Ms. Roberts contacted Community Librarian Howe and volunteered her services as fundraiser.

Mr. Anderson stated the committee still needs to identify a leader for the Foundation. He hopes to the committee will name a leader within the next month. He will provide a status report at the October Library Commission meeting.

Commissioner Cameron stated he volunteered at the Friends of the Library meeting to get tax information. He has tried to get this information from the State Attorney General's Office, but has been unsuccessful. The Attorney General's office has agreed to mail Commissioner Cameron the

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information. He is keeping the Treasurer of the Friends informed of his efforts. He also stated the Friends might have to prepare a tax return if political contributions are made to the organization. He will find out and provide a report at the next meeting.

Commissioner Cameron asked why the committee was referred to as a “sub-committee” since it is not a technically a sub-committee. The Fundraising Committee will be no longer be referred to as a sub-committee.

7. **MORGAN HILL LIBRARY EMPLOYEE RECOGNITION EVENT – SEPTEMBER 30**  
**Recommended Action: Information Item.** Library Commission to discuss final plans for Library Employee Recognition Event Tuesday, September 30<sup>th</sup> from 1:00 p.m. to 3:00 p.m.

Chair Gregg has volunteered to provide the punch for the event. Commissioner Salzano has volunteered to get the cake from Costco as well as plates, napkins and cups. Commissioners can submit their receipts to Staff Balagso to be reimbursed. Vice-Chair Dillmann has volunteered to prepare a letter of thanks for the staff to be signed by all members of the Commission. When the letter is ready, Vice-Chair Dillmann will contact Staff Balagso who will coordinate getting each Commissioner’s signature. Chair Gregg asked that all Commissioners, who are able, attend the event.

8. **LIBRARY INVOLVEMENT IN TASTE OF MORGAN HILL – SEPTEMBER 27-28**  
**Recommended Action: Information Item.** Library staff to provide update on Library participation in annual Taste of Morgan Hill.

Staff Balagso reported she has not been able to touch base with Ms. Howe regarding the Library’s participation in the Taste of Morgan Hill. However, she was able to learn from City staff that the Library will share space with the City. The City’s exhibit will not be as large this year as in past years. The Library will provide information on services and will offer Library Card applications. If volunteers are needed, Staff Balagso will contact the Commission via email. Volunteer shifts are typically 2 hours.

9. **LIBRARY GRANT COMMUNITY LETTER WRITING CAMPAIGN AND ADVOCACY ACTIVITIES**  
**Recommended Action: Information Item.** City staff to provide update on status of activities to advocate for Morgan Hill’s application.

Staff Balagso reported Council Member Tate has sent out over sixty letters to community and business leaders asking for support for the Library Grant. State Assemblymember, John Laird, suggested that Morgan Hill’s chances to receive an award might be heightened if letters of support from a variety of sectors in the community were sent to Dr. Starr. The community letter writing campaign will continue with displays at City Hall, the Library and the Community Center. Staff Balagso reported the city has entered into an agreement with Platinum Advisors to advocate on behalf of Morgan Hill’s grant. Platinum Advisors is a lobbying firm with strong ties to the Governor’s Office. Staff Balagso reported she conducted research on grants which received awards during Cycle I. Her research showed that 12 of the 18 grants that received awards had lobbying firms that were registered with the Office of the Secretary of State.

Staff Balagso stated the results of the Recall Election could delay the announcement of the grant

awards. She added the current appointments to the Library Construction Bond Board could be changed depending upon the outcome of the election.

**10. ALTERNATIVE DATE FOR OCTOBER LIBRARY COMMISSION MEETING DUE TO COLUMBUS DAY HOLIDAY**

**Recommended Action:** Select alternative meeting date for October 13<sup>th</sup> Library Commission meeting. October 13 falls on Columbus Day Holiday. Library will be closed.

The Commission voted to hold the October meeting on October 20<sup>th</sup> at 7:00 p.m. in the Council Chambers. Commissioner Cameron motioned to change the date. Vice-Chair Dillmann seconded the motion. Motion approved (7:0).

**11. CONGRATULATIONS TO NANCY HOWE – NEWLY APPOINTED COMMUNITY LIBRARIAN**

Commissioner Salzano to provide cake to congratulate Ms. Howe on her new position as Morgan Hill Community Librarian.

Ms. Howe was unable to attend the Commission meeting. The Commission will formally congratulate Ms. Howe at the October meeting.

**ANNOUNCEMENTS**

Chair Gregg announced John Boyne resigned from the Library Commission. His resignation is effective immediately. The City Clerk will determine whether the recruitment will be opened or if one of the candidates from the previous recruitment will be appointed by the City Council.

Commissioner Stanaway stated that it is difficult for her to arrive at the specified meeting time of 7:00 p.m. due to her commute. She asked if any other Commissioners had the same problem. She asked if the meeting time could be moved to 7:30 p.m. Chair Gregg asked if 7:15 p.m. would be convenient for the other Commissioners. She suggested the meeting time be moved to 7:15 p.m. on a trial basis for 2 months. Commissioner Cameron moved to change the meeting time to 7:15 p.m. on a trial basis. Commissioner Phebus seconded the motion. Motion approved (7:0).

**REQUESTS FOR FUTURE ITEMS**

Commissioners have requested that the following agenda items be placed on the Library Commission agenda for the next meeting or on a future date:

1. Library Fund Raising Committee Status Report
2. After-School Tutor Program at the Library
3. School/Library Cooperation
4. Vision for the Library of the Future

**ADJOURNMENT** to the next monthly meeting scheduled on **October 20, 2003 at 7:15 p.m.** in City Council Chambers.

Commissioner Cameron moved to adjourn the meeting. Commissioner Dillmann seconded the motion. Motion approved (7:0)